

~~RESTRICTED~~~~CONFIDENTIAL~~

27 May 1946

CENTRAL REPORTS STAFFC.R.S. PROCEDURAL MEMORANDUM NO. 1SECURITY IN OFFICE ROUTINE

Detailed security procedures for the Central Intelligence Group are in preparation. Pending their issuance, the following is furnished for the guidance of personnel of the Central Reports Staff.

1. C.I.G. Security Organization. The Security Officer, Central Intelligence Group (Room 2162) is responsible for the enforcement of security regulations within C.I.G. as a whole. Local responsibility within the Central Reports Staff for security enforcement is a function of the Secretary, C.R.S. (Room 2262).

2. Individual Responsibilities. It is the responsibility of each individual in C.R.S. to insure the security of his own working materials and equipment both during the working day and at the close of each day. It is his further responsibility, if the last to leave his room at night, to see that lights are turned off, windows drawn shut, and corridor doors locked. Other specific individual responsibilities are set forth below. However, nothing in this memorandum relieves the individual of his full responsibility for safeguarding classified information as set forth in the more detailed Army, Navy, and State Department regulations on the subject.

3. C.R.S. Duty Officers. Daily duty officers (to be designated by informal roster) will make a complete check of the C.R.S. area after departure of Staff personnel to insure compliance with these provisions and with such provisions as are hereafter established by C.I.G. This duty, which shall begin at 4:00 P.M. (12:00 noon on Saturdays and holidays) and continue until all C.R.S. offices have been checked, shall include:

a. Check of all safes and other security equipment.

b. Inspection of "SECRET" waste baskets, including responsibility for insuring that contents have been collected by C.I.G. security detachment or stowed (as on Saturdays) in individual safes.

c. Arrangements with C.I.G. Security Office for locking of windows, when necessary.

d. Assurance that desks are cleared of classified matter; that lights are extinguished; and that corridor doors are locked.

4. Telephones. Telephones must be presumed to be insecure and shall not be used for classified information.

DOCUMENT NO. 3
 NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
 CLASS. CHANGED TO: TS, S
 NEXT REVIEW DATE: 1987
 AUTH: HR 70-2
 DATE: 1/30/2009 REVIEWER: 24

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

5. Documents. Documents and other materials classified above RESTRICTED will never be left unguarded. When not in use, such documents will be deposited in safes which will be locked both at the end of the day and whenever C.R.S. rooms may be unavoidably vacant during the day. Documents classified above RESTRICTED will never be kept in desks--even when locked--or in filing cabinets or any other substitute for a three-way combination safe. These provisions apply as well to secretarial notes and notebooks, used carbon papers, stencils, and the like.

Classified documents will not be taken from the office for work at home.

6. Safes. There have been instances where the custodians of classified material have unwittingly left safes unlocked because of unfamiliarity with combination locks. Custodians of safes should make certain that each drawer and compartment is in position for locking, should turn the dial at least three complete revolutions, and should thereafter test all drawers and handles.

Each safe will bear, on a card affixed to the inside front panel of the top drawer, the name, address, and telephone number of all personnel having knowledge of the combination, as well as the date on which the combination was set.

For each safe, a single record memorandum of the combination shall be made out by the custodian, enclosed in double envelopes, and delivered sealed to the Secretary, C.R.S., for transmittal to the Security Officer, C.I.G. The outer envelope will bear the legend, "Central Reports Staff," the room number, C.I.G. safe number, date on which the combination was set, and the names of all persons knowing the combination. The custodian will sign his name across the sealed flap of this envelope and cover the signature with scotch tape.

Combinations will be changed (1) at least every six months and (2) upon permanent departure of any person knowing the combination. Revised combination memos will be furnished the Security Officer, C.I.G., in such cases.

7. Office Waste. All waste baskets in C.R.S. offices will be marked "SECRET" and handled accordingly. All waste office material, regardless of classification, will be placed in these baskets. Classified material will be torn in pieces before being deposited in baskets. Saturdays excepted, all material in "SECRET" baskets will be collected by the security detachment, beginning at 4:00 P.M., for subsequent destruction by burning. Waste accumulated after the regular pickup must be locked in safes overnight. On Saturdays, when C.I.G. waste collection is omitted, C.R.S. personnel will lock such waste material in safes until the next working day.

Paper cups, newspapers, tobacco containers, cigaret stubs, cleaning tissues, etc., will be placed in hallway receptacles and NOT in "SECRET" waste baskets.

8. Destruction of Classified Matter Bearing Copy Numbers. When it is necessary to destroy classified documents bearing copy numbers, or other means of accountability, custodians shall prepare a memorandum for the

~~RESTRICTED~~

~~CONFIDENTIAL~~

Security Officer, C.I.G., in quadruplicate, listing the material to be destroyed. The original and two copies of this memorandum, together with the documents concerned, should then be transmitted to the Security Officer for supervised destruction by burning.

9. Loss or Compromise. In case of loss or compromise of classified documents or information, immediate notification is to be made to the Secretary, C.R.S.

25X1A9a


Acting Chief, C.R.S.

Distribution:

Director of Central Intelligence
Deputy Director of Central Intelligence
Secretary, N.I.A.
Administrative Officer, C.I.G.
Central Records Section, C.I.G. (2)
All C.R.S. Personnel

~~CONFIDENTIAL~~